

AREA TRAINING ADVISER CHECKLIST FOR TRAINER APPOINTMENT

AB-Training-03

Area Training Advisers (ATA) are responsible to keep track of the National Trainer appointment requirements for each candidate in their Area. This checklist tracks the requirements of the appointment process for each candidate in the ATA's Area. Once the candidate has been assessed for appointment, the ATA submits an electronic copy of this form accompanied by the TR.5, TR.6 and TR.8 Summary, to the Trainer Records & Development Coordinator.

For more information on the National Trainer Appointment requirements, please refer to the Managing TEAM document on Member Zone, or visit the [Alberta Council Training Website](http://www.girlguides.ca/AB/Volunteers/Training/Events/AB/More/Training-Become_a_Trainer.aspx) at

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Trainer Candidate Name: _____ **Area:** _____ **iMIS Number:** _____
Date Appointed as Trainer Candidate: _____ **Appointment No Later Than Date:** _____

Requirement	Date Completed	Requirement	Date Completed	Name of Session Observed:
Trainer Foundation modules	(or equivalency granted date)	Observed Mentor Deliver a Training		
Mentor Worksheet-Goal Setting		Team Trained 2 Sessions	Session 1 Date:	Session 2 Date:
			Session:	Session:
			Team Trainer:	Team Trainer:

	Year 1 Yes/No	Year 2 Yes/No	Year 3 Yes/No	Comments	
Attend Trainer's Wksp (at least once during three year Candidate term)					
	Date Rec'd	Date Rec'd	Date Rec'd	Comments	Date Submitted to PTC/Designate
AB-Training.01					By July 15 each year
TR.4					By July 15 each year
TR.5	n/a	n/a			
TR.6	n/a	n/a			
TR.8 Summary	n/a	n/a			

Recommendation from Mentor:

Name:	Position in Guiding:
Telephone Number:	Email Address:

Recommendation from AC & ATA *(Please attach email from AC if obtaining signature is not possible):*

Name:	Position in Guiding:
Telephone Number:	Email Address:

Pin Presentation: (How will the pin and congratulations letter be presented?)